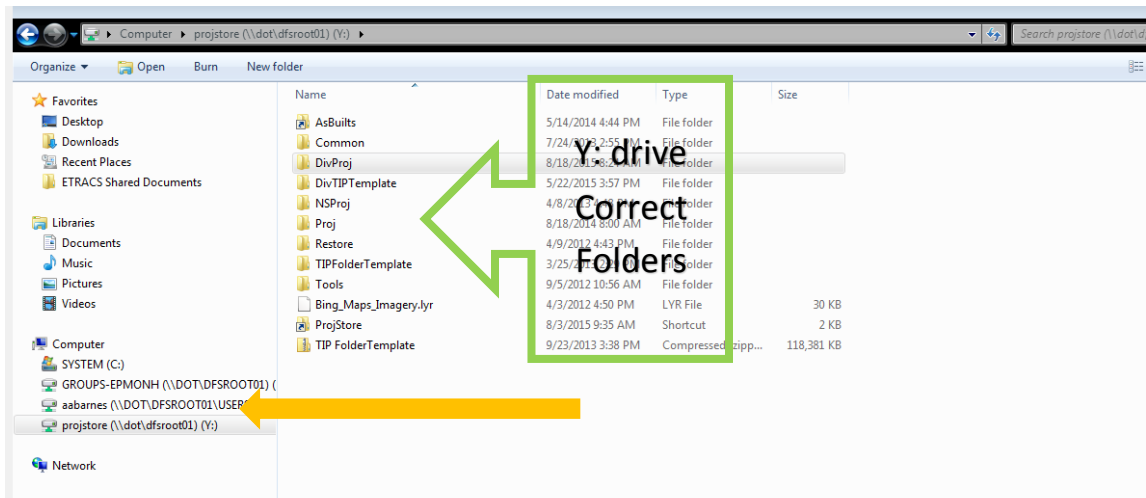


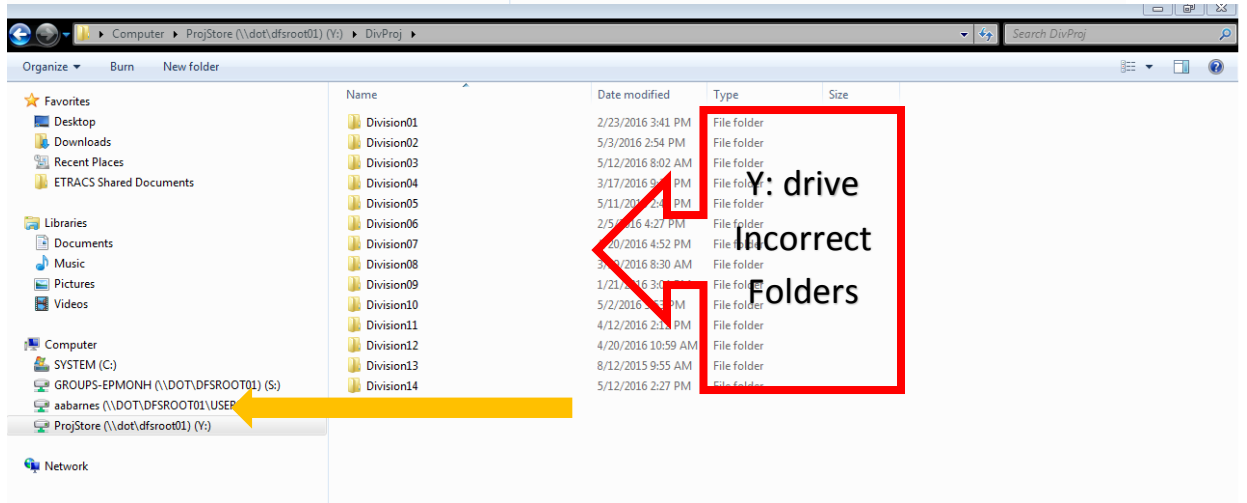
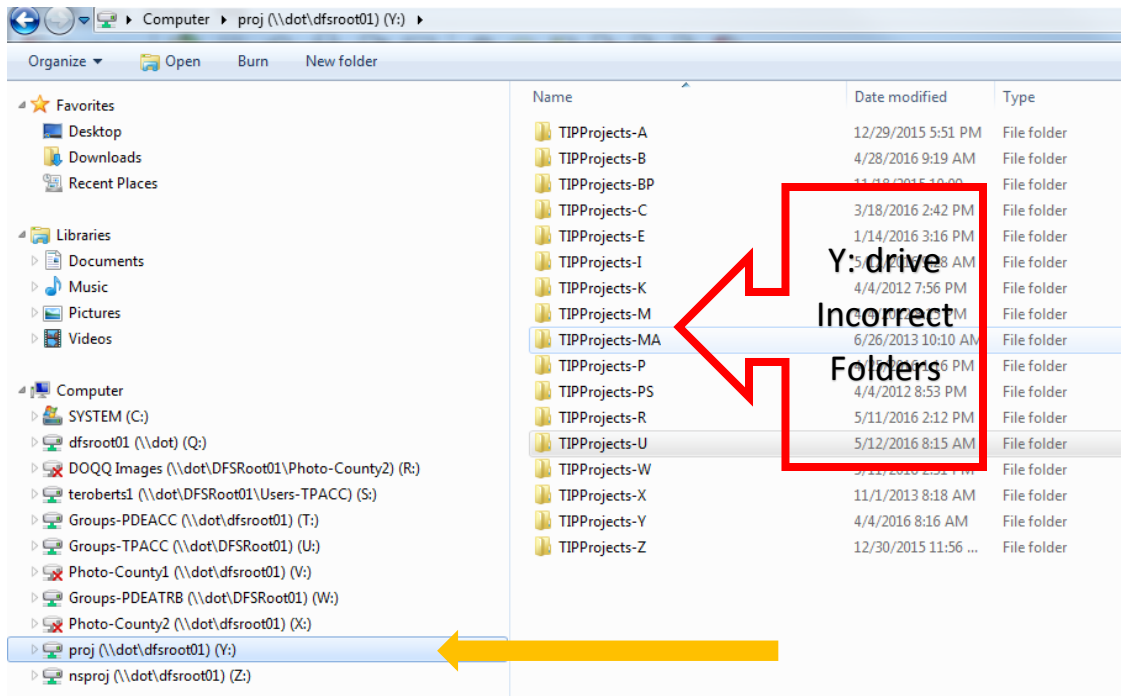
# Environmental Tracking Requests and Collaboration (ETRACS)

## Before You Begin

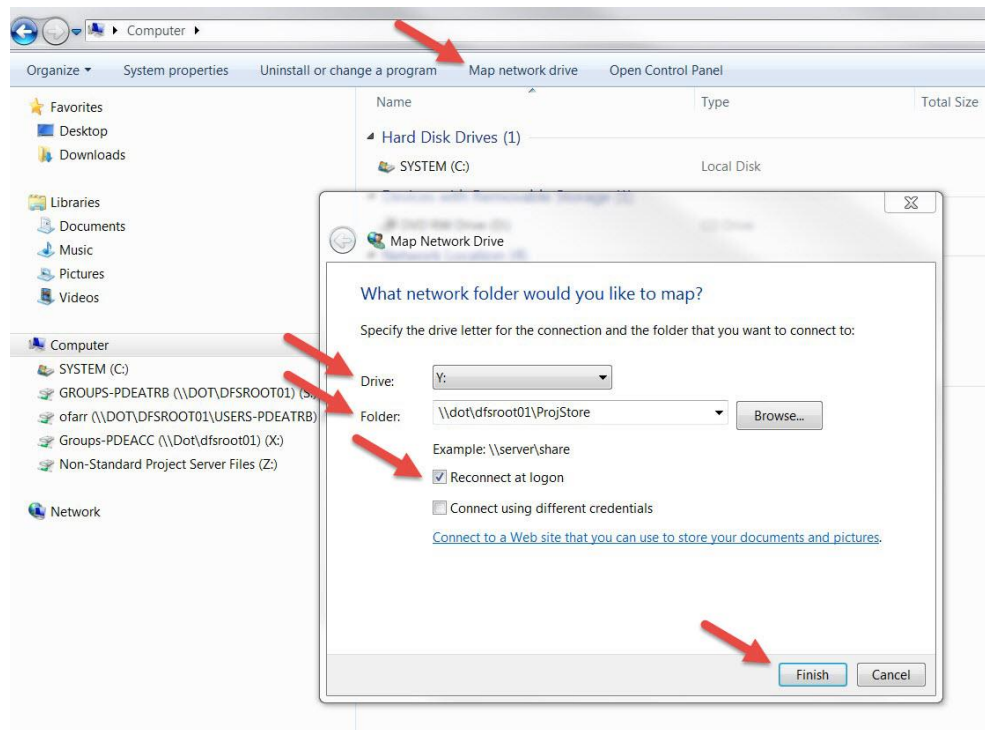
This is a resource list for new users of the ETRACS system. Refer to the items below to ensure that you are properly setup in the system and to make it easier for you as a new user.

1. Know your ETRACS administrators: Olivia Farr [ofarr@ncdot.gov](mailto:ofarr@ncdot.gov) and Michael Turchy [maturchy@ncdot.gov](mailto:maturchy@ncdot.gov).
2. Make sure you are using the correct ID and password (your NCID and NCID password). If you don't have an NCID, you can get one [here](#).
3. If you are a new user of ETRACS (consultant, DOT employee in a Division, or new Raleigh employee), send an email to your system administrators with: your NCID, the group you work with, and whether you are making requests or working on requests.
4. Check to be sure you are using Internet Explorer (IE) for your browser to access ETRACS. Security features on other browsers will prohibit viewing documents on Project Store.
5. If you are working inside the DOT firewall, follow the next steps precisely. If you are working outside the DOT firewall, skip to Step 12.  
From inside the firewall, make sure that your drive Y: is mapped to Project Store at: \\dot\dfsroot01\ProjStore\. Please refer to the screenshots below. Make sure your folders are correct.





6. If you don't have your Y: drive mapped correctly, open Windows Explorer.
  - a. Select Map network drive at the top of the screen
  - b. Choose Drive Y: from the dropdown
  - c. For Folder, type [\\dot\dfsroot01\ProjStore](#)
  - d. Check Reconnect at logon
  - e. Press the Finish button



7. Make sure you have permission to add documents to Project Store. If you have problems with access to Project Store, contact the Helpdesk and ask for proper access to the high-level folders where you need to put your documents. For example, you may need Proj or DivProj and/or NSProj.
8. Make sure a Project folder is setup for your documents in Project Store. If your Project folder is not setup, contact the Helpdesk.
9. When you are ready to link your documents, be sure to follow the tooltip directions so they will work correctly. Tooltips are little black question-marks located on every screen where there are documents in ETRACS.
10. Make sure that your WBS is setup in SAP/STaRS. If your WBS is not setup, please follow your standard procedure for setting it up.
11. When you are using ETRACS, don't use servconn to find documents.
12. If you are a consultant working outside the DOT firewall, you cannot link to Project Store. Your documents will have to be linked by the DOT employee that you are working for. ETRACS calls this your "On Behalf Of" ETRACS user. Please confer with that person about your work in ETRACS.

## Resources available for you

1. There are four tutorials recommended for new users, as well as refreshers for anyone. They are:

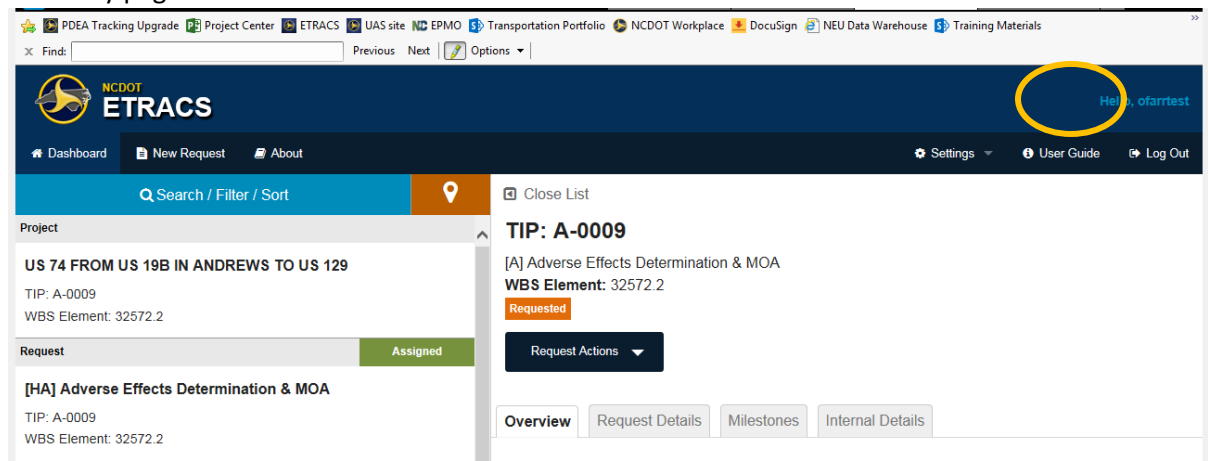
[#1 Navigation Tutorial](#), intended for all new ETRACS users

[#2 Requestors' Tutorial](#), intended for people who are making environmental work requests

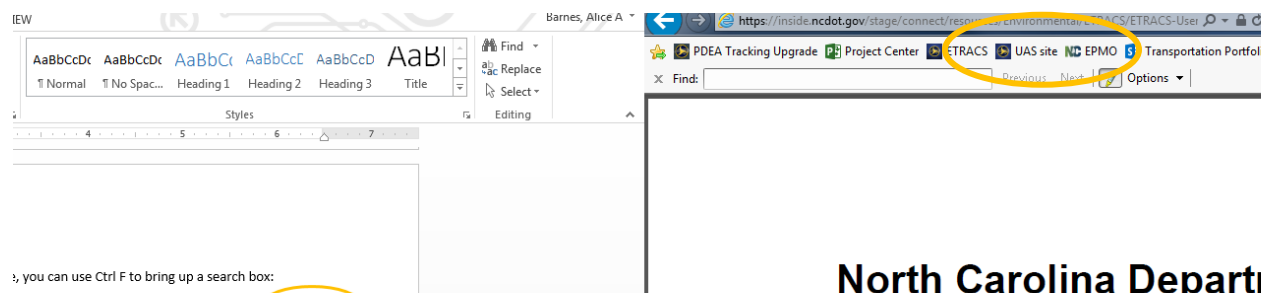
[#3 Supervisors' Tutorial](#), intended for people who assign the requests

[#4 Specialists' Tutorial](#), intended for everyone who is involved in working on the requests

2. The Users' Guide is available as a link on the PDEA site. It is also available anywhere in ETRACS as a link on every page:



3. To easily find your topic in the User's Guide, you can use Ctrl F to bring up a search box:



4. When you are in the Users' Guide, you can also use the hyperlinks in the Table of Contents to quickly jump to any topic that you are interested in.

5. Now that you are all setup with ETRACS, use this link to access the system:

<https://apps.ncdot.gov/PDEA/etracs/hes/>